

Hautlieu School Risk Assessments



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|-------------------------------|-------------------|---------------------|--|--------------|---------------|
| Area of Risk | Covid – 19 Spread | Department/Section: | | Whole school | |
| Risk Assessment Conducted by: | Jez Payne | Date: | 17/06/2020 | Review By: | February 2022 |
| | | Revision History: | 20/06/20 31/08/2020 16/09/2020 24/09/2020 06/10/2020 04/11/2020 22/11/2020 13/12/2020 07/01/2021 18/01/2021 25/01/2021 01/03/2021 12/04/2021 13/05/2021 15/06/2021 | | |

| Hazard | Who's at Risk? | How Might They Be Harmed? | Degree of Risk | Severity | Risk Rating (L/M/H) | Existing Control Measures | Further Control Measures to Be considered/ Implemented |
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| | | | | | | 28/06/2021 01/09/2021 14/10/2021 29/11/2021 04/01/2022 10/01/2022 | 2 |

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|--|---|---------------------------|----------------|----------|-------------------|---------------------------|---|----------------|--|----------------|--|---|--|---|---|
| <table border="1"> <thead> <tr> <th colspan="2">Degree of Risk</th> </tr> <tr> <th colspan="2">Likelihood (L)</th> </tr> </thead> <tbody> <tr> <td>5</td> <td>Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly</td> </tr> <tr> <td>4</td> <td>Likely – Hazard will probably occur but it is not a persistent issue. There are no issues of custom and practice, but we know we know from our experiences that the hazard does prestent itself from time</td> </tr> </tbody> </table> | | | | | | | | Degree of Risk | | Likelihood (L) | | 5 | Certain – Hazard occurs frequently. It is a constant threat, or is custom practice ie, daily, montly, weekly | 4 | Likely – Hazard will probably occur but it is not a persistent issue. There are no issues of custom and practice, but we know we know from our experiences that the hazard does prestent itself from time |
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| | to time |
| 3 | Possible – Hazard may occur occasionally, ie. One or twice a year |

| Severity (S) | |
|--------------|--|
| 5 | Catastrophic - incident leading to irreversible health effects or death |
| 4 | Major - incident leading to long term incapacity/ disability |
| 3 | Moderate - incident leading to injury. Requiring 4-14 days off work |
| 2 | Minor - incident leading to minor injury. Requiring < 4 days off work |
| 1 | Negligible - incident leading to no/ minimal injury. Requiring 0 days off work |

| Persons at Risk |
|--------------------------|
| Employees |
| Students |
| Clients |
| Contractors |
| Members of the Public |
| Work Experience Students |
| Other Persons |

| Risk Rating Matrix | | | | | |
|--------------------|---|----|----|----|----|
| Severity | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

| | |
|---|---|
| 2 | Unlikely – Hazard occurs infrequently but remains a possibility |
| 1 | Rare – Hazard is not expected to occur |

| | | | | | | | |
|---|---|--|---|---|---|--|---|
| Contamination of all members of the Hautlieu Community that are working in school environment | Students, Staff, visitors and sub-contractors | Staff contract the Covid -19 virus which is a respiratory illness and may cause any reaction from mild | 2 | 3 | M | All staff and students are encouraged to wash their hands for 20 seconds as frequently as possible, not to touch their face and use a tissue to catch any cough or sneeze. This will be reinforced through posters | Good respiratory hygiene is practiced, use the tissues provided to cover mouth and nose. Put up posters to encourage “Catch it, kill it, Bin it”, Make sure teachers are made aware that they are to ventilate their |
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| during the Covid 19 pandemic | | symptoms to severe respiratory distress. | | | | <p>across the site, and regular reminders from class teachers and duty staff at the end of each lesson, that students should sanitize frequently especially before and after eating.</p> <p>Students will be reminded to wash their hands with soap after using the toilet and asked to use the sanitizers around school after sneezing, coughing or blowing their nose.</p> <p>On arrival at school students will be required to enter the building through the main ground floor external doors to Reception where they will sanitize their hands thoroughly before proceeding to their designated mentor rooms or classroom for lessons.</p> <p>All arriving students are required to wear a face covering when in the school buildings.</p> <p>All arriving staff are required to wear a face covering</p> | <p>classrooms by opening windows and internal doors. Now that the weather has turned colder the heating system has also been switched on to maximise ventilation.</p> <p>Hautlieu revised cleaning strategy to be followed.</p> <p>Any employee displaying corona virus symptoms should not attend school. If they fall ill during the day they should contact the admin team before self-isolating and contacting the Covid-19 helpline</p> <p>Anyone falling ill at work with related symptoms must follow Hautlieu building arrangements for coronavirus and should not attend the emergency department at the hospital or their GP surgery. They should call the helpline on 01534 445566 first.</p> <p>Any guidance published on Gov.je must be followed</p> <p>Departmental Covid -19 safety plan in place and shared with all staff</p> <p>Parents, Students, Staff members, visitors and Sub-contractors are not to enter school if they are displaying</p> |

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| | | | | | | <p>when in the school building.</p> <p>Students will be asked to sanitize again before leaving to go home via the external doors.</p> <p>Hand sanitizer stations have been set up, washrooms are well stocked with hand soap and sanitizer, the hand blowers have been switched off so that this prevents the spread of germs.</p> <p>Ensure that the hand towel and sanitizer dispensers are restocked regularly, bins emptied, and touch pads, handrails and horizontal surfaces wiped down regularly as per the Cleaning schedule.</p> <p>All staff are to attend work unless otherwise agreed with Senior management or if they are ill. Only two staff at a time are to use the reprographics area and must use the photocopiers nearest and furthest away from the entry point.</p> | <p>symptoms of covid-19 or feeling unwell.</p> <p>The register of attending subcontractors, cleaners and visitors to be maintained at reception, with contact details for possible use by track and trace authorities.</p> <p>Where there is an educational need visitors are permitted to be on site during the school day, but must follow the school practices as outlined in this risk assessment. Any visitors who are to be brought on site need to be discussed with SLG in advance of their scheduled visit. The person responsible for the visitor must make the practices in this risk assessment clear to them upon arrival.</p> <p>All other visitors should be arranged where possible for those times outside the normal school day. If this is not possible then the students should be removed from the area that is affected and the area cleaned and sanitized again after the work has been completed and before allowing the students to return.</p> <p>Teachers are to wipe down their desk, keyboard and workstation using the wipes provided between lessons</p> |

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| | | | | | | <p>Avoid using the lifts where possible, when required then strictly only one person at a time in the lifts.</p> <p>Covid -19 Posters are displayed in prominent places throughout the building to remind Students and staff of the physical distancing and respiratory hygiene.</p> <p>The creation of zones within the school for each year group will be maintained throughout the day to allow for break times and lunch. These will be maintained where possible by duty staff members. When moving between rooms, all staff to reiterate keep left rule to reduce the number of different people that Students and Staff come in to contact with especially in the corridors and on staircases.</p> | <p>if they are sharing a classroom with others.</p> <p>Students are to wipe down their desk and chair after each session, with the wipes provided.</p> <p>Where uniform is loaned to students each item must then be isolated for 72 hours and disinfected before re-issuing to another student.</p> <p>Year 12 and 13 students are to be permitted to leave school if they do not have lessons P4 or P5.</p> <p>Assemblies are strongly discouraged at the present time; any proposed assemblies need to be discussed with CMJ and can only include one year group bubble.</p> <p>School performances and events are also now allowed to recommence but subject to strict control measures; and proposed events need to be fully risk assessed and should be discussed with KBL and JCP in the first instance.</p> |
| Should there be a confirmed case within | Students, Staff, visitors and | Confirmed case of Covid -19 within the | 2 | 3 | M | The Headteacher should wait until they are contacted by the contact tracing team | The contact tracing team need time to discuss individual circumstances with the confirmed positive case to |

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| school | sub-contractors | school damage to reputation and increased levels of anxiety amongst students and staff | | | | <p>informing them of a confirmed positive case within their setting before taking any action or informing parents. This will avoid any unnecessary panic or confusion arising from a suspected case that is later found to be negative</p> <p>The contract tracing team will be in contact with Headteacher or designated SLG member, where they will confirm positive test result</p> <p>Admin will then research the timetable and possible direct contacts of the confirmed case. All teachers must provide an up to date seating plan for each class and room that they teach in and are responsible for updating this when required in order to support the contact tracing process. If on cover, staff can access these seating plans on Go4Schools and must ensure that students sit in the correct seat at all times.</p> | <p>establish their movements and who they have been in direct contact with</p> <p>The contact tracing team may need to consult the infection control team to obtain advice on the cleaning process necessary within the school and suggest any additional cleaning required.</p> <p>Direct contacts defined as anyone who has been within 2m of that person for more than 15 minutes during their infectious period</p> <p>After the contact tracing team have called confirming the positive case within the setting, the Headteacher should inform the CYPES Hub cypeshub@gov.ie</p> <p>Parents and students should be directed to the advice on gov.ie regarding isolation requirements: https://www.gov.ie/health/coronavirus/educationchildcare/pages/reopeningofschools.aspx#IsolationChildren</p> <p>In line with public guidance students and staff who are direct contacts should take daily lateral flow tests for 10 days after identification; test kits are available from the Government https://www.gov.ie/Health/Coronaviruses/Testing/Pages/LateralFlowTesting.aspx</p> |

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| | | | | | | <p>The school will then inform those individuals or parents of individuals who are direct contacts. Students should then undertake LFT for 10 days following identification of being a direct contact and log their results through the gov.je portal.</p> <p>If either a student or member of staff returns a positive LFT result then they should immediately go into isolation and book a PCR test. If the student or staff member chooses not to have a PCR test then they must not attend school for 10 days.</p> <p>Headteacher will then inform the rest of the school community of positive test and any further actions to keep all staff, students and parents informed and aware.</p> | <p>spx where parents need to register to both receive the kits and also submit results. An emergency supply of LFT kits are available from the Hautlieu Site Office in the event that a student is identified as a direct contact and their household is running low or has no tests left.</p> <p>Staff can collect LFT kits from the Hautlieu Site Office and register for testing and to submit their result on gov.je https://www.gov.je/Health/Coronaviruses/Testing/Pages/LateralFlowTesting.aspx</p> |
| Contamination of students | Students, Staff, | Infection by the Corona | 1 | 3 | L | Every time students enter or leave the building they are | Forced isolation if parents, staff or students will not comply with |

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| and staff by Corona virus in the classroom | visitors and subcontractors | Virus | | | | <p>to sanitize their hands. On arrival students are to make their way to their subject classroom or mentor group and remain in their designated room for the duration of that lesson</p> <p>If Y12 or Y13 students have written parental consent then they may leave the site during lunchtime, and must sanitize their hands on the way out and on the way back in again.</p> <p>Hand sanitizer stations are positioned throughout the school and atriums and corridors to encourage good personal hygiene, and duty staff are to supervise students sanitising their hands before school and at break and lunchtimes. All teaching staff must accompany their classes as they exit the building at the end of the school day to ensure that students sanitise their hands as they leave.</p> <p>Teachers are to maintain a</p> | <p>Education and Government guidelines.</p> <p>Education and Government guidelines state that students returning to Jersey must not to attend school or college until they receive a first negative test result unless they are fully vaccinated.</p> <p>Students or staff returning from countries on England's International Red List should not attend until they have completed the necessary isolation period of 10 days.</p> <p>Staff are expected to liaise with NF and KBL about their travel plans where this may mean they are not available to return to work due to the required isolation period as outlined by the Government.</p> <p>Deep cleaning of all areas known to be contacted by any Student or Staff member every evening.</p> <p>A resources tray continues to be provided in each classroom to identify items that need to be quarantined for 24 hours.</p> <p>Students must not share items between year group bubbles within</p> |

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| | | | | | | <p>clear 1m space at the front of the classroom. Where practicable 2m should be maintained as good practice.</p> <p>Government of Jersey guidelines for minimum distances of 1m to be strictly adhered to in all other scenarios</p> <p>Staff are required to use a face covering at all times whilst in school and not eating or drinking. Visors must be cleaned at least once per day using soap and warm water, and be dried carefully using the microfibre cloths available around school. Masks must be changed on a daily basis, and reusable masks for staff are available from the Site Manager.</p> <p>Students no longer have to social distance in their ordinary daily activities, but are required to wear a face covering at all times whilst in school except for when eating or drinking.</p> | <p>24 hours if these cannot be thoroughly cleaned and sterilised.</p> <p>Teachers marking work does not represent a significant infection route, but staff should store work taken from school in year group bubbles.</p> <p>All staff and students in Y12 and Y13 and to be given the opportunity for PCR testing on a half termly basis. Lateral flow testing kits will be provided to all staff and students for them to participate in twice weekly testing at home.</p> |

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| | | | | | | <p>For students and staff in 1-2-1 sessions, physical distancing must be maintained at 1m where possible through using a sufficiently large space.</p> <p>On completion of mentor time and all lessons each day teachers are to distribute the disinfectant wipes provided so that the students can wipe down their own desks and chairs before leaving the classroom. Students should also wipe down desks and chairs at the start of lessons where a room has been occupied during break or lunchtimes. Students to wipe down the booth and chair they have used when accessing the LRC.</p> | |
| Contamination of students and staff by Corona virus in examinations | Students, Staff, invigilators | Infection by the Corona Virus | 1 | 3 | L | Examination desks to be spaced 2m apart. Students to sit in their designated seats as per the seating plan prepared by the Examinations team. All students and staff to wear face coverings when in the | During Examination periods as communicated to the whole school community by Mr Campbell, breaks between lessons will be taken in different congregational areas and be confirmed via email, assemblies and mentor time for each examination period. |

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| | | | | | | <p>examination, although students are permitted to take them off for a short break when needed then are required to put them back on.</p> <p>Students will be dismissed column by column from the examination room and encouraged not to congregate outside of the room but instead move back to lessons/their zone area.</p> <p>Examination desks, seats and any IT equipment used to be cleaned between the morning and afternoon examination sessions.</p> | <p>All students may make use of any outside areas on the main school site or the courts area at Oakfield.</p> <p>Any equipment loaned to students needs to be collected back in, placed into the resources tray and be quarantined for 24 hours.</p> <p>Examination papers will be laid out prior to students entering the examination room, and collected in after students have left the room.</p> <p>Teachers marking work does not represent a significant infection route, but staff should store work taken from school in year group bubbles.</p> |
| Behavioural or self-harm interventions | Students, Staff, and visitors | Contraction of the virus through close contact | 2 | 3 | M | Follow the Hautlieu Behaviour for Learning Policy; seek immediate assistance from the SLG via the school office either in person at the window at Reception or via telephone. | If it is confirmed that an individual involved has Covid-19, follow Government of Jersey isolation guidelines |
| Contamination of students and staff by Coronavirus in | Students, Staff, and visitors | Infection by Corvid-19 as member of staff will need | 2 | 3 | M | Any student with suspected coronavirus symptoms to be isolated in the medical room. Staff to be provided | Government of Jersey guidance provided on coronavirus www.gov.je/coronavirus and an employee support pack. |

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| the Medical room | | to look after potentially sick child | | | | <p>with full PPE, disposable apron, face shield and mask to prevent cross contamination.</p> <p>Students at first presentation at reception who are not feeling well will be triaged first to ascertain if suspect there are Covid symptoms.</p> <p>KBL/JCP to be informed if student has suspect Covid symptoms so that full PPE can be worn, and student dealt with accordingly</p> <p>SLG to inform the attending parent on collection of the student to telephone the helpline to ask for advice.</p> <p>All PPE to be disposed of in clinical waste bin provided and staff member involved to wash their hands thoroughly afterwards.</p> <p>The medical bay to then be cleaned with disinfectant after each child has used it and all surfaces to be wiped down, consideration to be</p> | <p>Have a clear sign to enable others to be aware when the medical room is in need of cleaning</p> <p>Meeting room in West Atrium to be designated as second First Aid room with appropriate PPE and First aid Kits to enable the isolation of non Covid emergency cases should the Medical room already be in use.</p> |

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| | | | | | | <p>given in each case as to changing and washing bed linen.</p> <p>Staff are not to discuss any potential cases with any students. all individuals involved are requested to respect the privacy of the confirmed case and prevent speculation over the student's absence.</p> <p>The same would apply if a teacher were to start feeling unwell. They are asked to;</p> <ol style="list-style-type: none"> 1) attend at the front of reception, 2) They will be directed to speak with a member of SLG, 3) They will then be asked to leave the site and make contact with the Covid Helpline | |
| Contamination of students and staff by Coronavirus in the circulation | Students, Staff, and visitors | Infection by passing within 1m of a staff member in open | 1 | 3 | L | <p>All students are required to wear face coverings when in the school building and not eating or drinking.</p> <p>All staff are should wear</p> | Exemptions to wearing face coverings can apply to anyone in the school community who has a special need, disability or condition that would make it very difficult for them to wear a face covering. Further details |

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| spaces around school | | corridors | | | | <p>face coverings when in the school building and not eating or drinking.</p> <p>Students and staff are expected to provide their own face coverings although an emergency supply is available at Reception should anyone forget or lose their face covering. Staff can also collect re-usable face coverings from the Site Manager.</p> <p>A clean face covering is required each day. All members of the school community need to sanitise their hands both before and after handling their face coverings using the sanitiser provided in classrooms, Reception and at various other locations around the school. Staff must make sure that sanitiser bottles are stored carefully when they leave classrooms, and duty staff monitor and challenge any inappropriate usage.</p> <p>Circulatory routes to be set</p> | <p>can be found here: https://www.gov.je/Health/Coronaviruses/EducationChildcare/Pages/EducationCoronavirusGuidance.aspx#MaskExemptions</p> <p>Any members of the school community who are entitled to an exemption can collect an exemption lanyard from Reception</p> <p>Breaks between lessons to be taken in designated congregational areas. Students need to be sitting down in these areas and must not rearrange furniture. Year 10 students will utilise the East atrium including English, MFL, History and Philosophy Year 11 students will utilise the areas of open maths and the upper and lower West atrium. (Maths and Science where there is strictly no eating or drinking in labs under COSHH and CLEAPSS regulations), Year 12 students the Hall and attached marquee, Year 13 students the Restaurant and the marquee in the West piazza.</p> <p>All students may make use of any outside areas on the main school site or the courts area at Oakfield.</p> <p>Y12 and Y13 students will also be able to study in their Zones</p> |

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| | | | | | | <p>up to prevent two-way pedestrian footfall in certain areas where "Pinch Points" occur the 1.8m high continuous boarding to divide corridors to prevent interaction and proper signage to facilitate one-way use</p> <p>Students are to bring their own water bottles to school Some bottled water will be available for students in the first two weeks of re-opening. They will be encouraged to bring sufficient water to last them throughout the day.</p> <p>Signage and physical distancing markings must be adhered to.</p> <p>Students to only be released to use the water stations in the restaurant if required one by one both during lessons.</p> <p>A one-way system is to be maintained throughout the school where all students will be encouraged to circulate all areas by</p> | <p>throughout the school day.</p> <p>During Examination periods as communicated to the whole school community by Mr Campbell, breaks between lessons will be taken in different congregational areas and be confirmed via email, assemblies and mentor time for each examination period.</p> <p>All students may make use of the outside courts area at Oakfield.</p> <p>Year 12 and 13 students can study in the LRC at the beginning and end of the school day until 5pm after which the area will be vacated and cleaned ready for the next day. Students need to sign in at the main desk in the LRC so that a record can be kept for contact tracing. The LRC will continue to be cleaned throughout the school day as per the cleaning strategy.</p> <p>Year 12 and 13 students are to be permitted to leave school if they do not have any lessons P4 or P5.</p> <p>Year 10 and Year 11 students can also study in ICT2 and ICT3 at the end of the school day until 5pm. The member of staff who is on duty for</p> |

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| | | | | | | <p>keeping to the left-hand side of corridors and shared stairwells. Staff will be expected to enforce this circulation at all times</p> <p>Duty staff to regularly check and enforce the two students in the toilets at any one time, this will prevent students congregating in the toilets</p> | <p>homework support must ensure that all students in these rooms are directed to wipe down their area before they sit down to study.</p> <p>No eating or drinking will be permitted in any ICT rooms or open maths and Science where there are computers that can be damaged by spillage and contamination by food.</p> <p>Students can move through zones to access their lockers but will be encouraged not to linger by duty staff</p> <p>Toilet breaks are to be monitored one pupil released at a time to use facilities during lesson</p> <p>Maintain proper ventilation in all areas to prevent possible build-up of Covid-19 virus spores.</p> <p>Opening of all internal doors to increase air flow, and the heating system has been switched on now that the weather has turned colder. The external doors of the Hall and Restaurant are to be propped open to enable access to the marquees.</p> <p>Closely monitor use of divided corridors and if impractical or system too widely abused then consideration</p> |

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| | | | | | | | can be given to creating over riding one-way systems |
| Contamination of staff and students when accessing the Restaurant | Staff and Students | Infection of staff and students by coming into close contact whilst queuing for and purchasing food and drink | 2 | 3 | M | <p>Year 10 and Year 11 only are permitted to purchase items during first break and at lunchtime</p> <p>Year 12 and 13 students are only permitted to purchase items between 12 and 1pm</p> <p>During Examination periods as communicated to the whole school community by Mr Campbell, the following revised schedule will be followed:</p> <p>Years 10 and 11 only are permitted to purchase items during first break and from 12:20 until 12:45</p> <p>Years 12 and 13 are only permitted to purchase items between 12:45 and 1:30</p> <p>Duty staff to monitor and ensure that the correct students access the servery at breaks and lunchtime</p> <p>Duty staff to monitor that students are 1m apart when queueing</p> <p>To speed up the service all</p> | <p>Tables closest to the servery to be moved away so that students are at least 1m away from those queuing and purchasing</p> <p>A one way system with two queues to be implemented for students to queue, purchase and exit using the doors closest to the servery at all times</p> <p>Menus to be displayed along the queuing area so that students can make their choices before arriving at the servery and speed up the service</p> <p>Caring Cooks to have all items prepared and ready to be picked up to enhance the 'grab and go' strategy and speed of purchasing</p> |

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| | | | | | | food will be 'grab and go' and students will be permitted to take their purchased items back to their allocated year group zones for consumption All rubbish to be disposed of in bins in each year group zone and these to be emptied regularly throughout the day | |
| Contamination of Teaching Assistants undertaking work with individual students | Staff and Students | Infection of staff and students by being in close contact | 2 | 3 | M | Staff and students to maintain physical distance of a minimum of 1 metre where possible. Where it is not possible, close contact must be for a maximum of 15 minutes Staff should be wearing a visor when working 1:1 with a student | Avoid facing the student for prolonged periods close proximity cannot be avoided. The risks are reduced by being to one side or even behind the student as neither they or you are directly inhaling their breath Use judgement about when it is necessary to have heads very close together and sit back at other times Use of clear plastic gloves to handle any shared equipment Keep to one Teaching Assistant working with one student where possible |
| Contamination of Staff members in Central Admin | Staff, Students and Visitors | Infection of other staff members by coming into | 2 | 3 | M | Restrict Access for all members of the Hautlieu Community with the Administration team. Use | Signage to reflect the restricted access to all staff, both Teaching and Non-Teaching staff who do not need to talk face to face with other staff |

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| Area, behind Reception and including the associated offices | | close contact In Admin | | | | <p>the telephone from within a department to call them instead.</p> <p>Admin team to inform Site Team which phone needs cleaning If in the Hall, send a student to Reception or speak to a duty member of staff No students are allowed in the Admin area</p> | <p>members. Admin to restrict the number of people in the area to maintain social distancing guidelines, and anyone who must enter the office is required to be wearing a face covering</p> |
| Contamination of Staff members by other staff members in Staff Room. | Staff, Students and Visitors | Infection of other staff members by coming into close contact due to restricted access width within the Staffroom | 2 | 3 | M | <p>Facilities will continue to be available to make hot or cold beverages, social distancing of 2m to apply at all times. Staff must manage their own cups cutlery and crockery, they are to be returned and washed by the individual staff member, and stored in their pigeonholes when not in use, not left in rooms or the sink.</p> <p>When using the staffroom Staff must try and maintain a minimum of 2m distancing as good practice and the furniture has been re-arranged to encourage this. Where this is not possible (i.e. attending at the boiler</p> | <p>Staff are to attend in school to work.</p> <p>Remote working/ meetings and access to video conference facilities to minimise the need to travel and use public transport.</p> <p>Seating to be rearranged to enforce social distancing at a minimum of 1m, 2m where possible.</p> <p>All briefings and updates for staff to be conducted via Team video conferencing to minimise interaction where possible.</p> <p>Faculty and department meetings where business continuity needs to be maintained and group infections avoided should be conducted electronically wherever possible</p> |

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| | | | | | | <p>or fridges) then Staff to remain at a minimum of 1m for the shortest time possible.</p> <p>When not eating or drinking staff are required to wear a face covering.</p> <p>All Staff to provide their own cups, crockery, cutlery and wash their own items every time.</p> <p>Food can be prepared in the staffroom. Microwaves and toasters can be used but the controls must be wiped before and after every use using the cleaning materials provided. If staff are using the blue cover provided then this must also be thoroughly cleaned by the staff member before and after each use.</p> <p>Fridges will be strictly monitored, and all food must be in covered containers. Anything that is found to be open will be disposed of.</p> <p>The room will be well-</p> | <p>otherwise the meeting must be in a room that can maintain the 2m social distancing guidelines.</p> <p>Staff should avoid any shared food items including cakes and boxes of sweets both in the staff room and across the school site.</p> |

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| | | | | | | ventilated with internal doors open and the heating system switched on to circulate clean, heated air. Site team to ensure that bins for tissues and hand towels are emptied throughout the day in accordance with the cleaning strategy | |
| Cleaning staff coming into contact with areas where Students or Staff may have been infected | Cleaning Staff, Site team and sub-contractors | Infection from encountering areas where virus may be lying dormant, | 2 | 3 | M | Use of proper disinfectant, solutions and wipes, attention being paid to hard surfaces, tables, chairs, Bathrooms, and canteen, as well as soft furnishings like carpets cushions and seat covers | Research conducted and Covid-19 folder created to monitor chemicals in use and those that have been ordered to increase the cleaning power of the staff |
| Additional cleaning required with associated expense and exposure to stronger | Cleaning Staff, Site team and sub-contractors | Chemical burns and respiratory problems from stronger chemicals | 2 | 3 | M | COSHH data sheets on all cleaning products to be kept available as stronger cleaning chemicals to be used such as bleaches Brief cleaning staff in correct | Caretakers to keep a close eye on the sub-contract staff to make sure that the clean has been thorough and conforms to government guidelines. Departmental Cleaning Strategy has been developed published for |

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| chemicals | | | | | | <p>use of chemicals under COSHH, provide gloves and masks if required</p> <p>Keep surfaces and touch points like door handles, light switches and tables clean.</p> <p>Ensure all bins are emptied every day to make sure nothing can be left to incubate over long periods. All clinical waste from the medical room to be double bagged and disposed of in the usual way.</p> | <p>implementation across the service.</p> <p>Reminders to be given in the appropriate language to all staff to maintain their vigilance around regular and effective respiratory and hand hygiene.</p> <p>Use of Translator to make sure all staff are properly briefed as to what is happening, why and the correct methodology to tackle the task</p> <p>Monitor use of chemicals and reorder in timely fashion</p> |
| Significantly reduced number of Staff due to Self-isolation | Students and Staff welfare | Safeguarding issues, mental health and Stress | 2 | 3 | M | <p>Maintain register of available staff and keep in regular contact with those that are isolating.</p> <p>Maintaining an up to date First aiders list</p> <p>CYPES and Government guidelines state that staff returning from countries on England's restricted list should not attend until they have completed the</p> | <p>Use the SIMs system to monitor the attendance of staff, their availability and timetable, where required information to be given to track and trace team to allow for the correct identification of all those exposed to possible Covid infection.</p> <p>Staff should be directed to the advice on gov.je regarding isolation requirements: https://www.gov.je/health/coronavirus/educationchildcare/pages/reopeningofschools.aspx#IsolationChildren</p> |

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| | | | | | | <p>necessary isolation period, and those who are unvaccinated must remain in isolation until their negative test result.</p> <p>Staff are expected to liaise with NF and KBL about their travel plans where this may mean they are not available to return to work due to the required isolation period as outlined by the Government.</p> | |
| <p>Misinformation about outbreak of the Virus and confusion on when to return to school.</p> | <p>Students, Staff, visitors and sub-contractors</p> | <p>Social media, and verbal backlash by parents or students, removing themselves or students from the school environment. People being ostracized and bullied</p> | <p>2</p> | <p>1</p> | <p>L</p> | <p>School to formulate media strategy to keep all students, staff and parents informed of the planned re-introduction of Students back into the Hautlieu Community by being transparent about the process and decisions being made.</p> <p>Staff are not to discuss any potential cases with anyone. All individuals involved are requested to respect the privacy of the confirmed case and prevent speculation over the</p> | <p>Take advice from CYPES education department so that consistent and open approach remains.</p> <p>Follow where appropriate the CYPES Educational guidelines, tailored to Site specific factors to ensure the safe return of students and staff</p> <p>https://www.gov.je/Health/Coronavirus/EducationChildcare/Pages/ReopeningOfSchools.aspx#SchoolClubs</p> <p>Be directed by CYPES department media strategy, ensuring an open and transparent approach to any developing situation.</p> <p>Take guidance from Government</p> |

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| | | | | | | <p>Member of Staff or Student's absence.</p> <p>Use School councillor/ SEN welfare officers to maintain regular contact and discuss situation</p> | <p>Track and Trace directive as they will have the lead on informing people about any confirmed cases.</p> <p>Staff, parents and students should be directed to the advice on gov.je regarding isolation requirements: https://www.gov.je/health/coronavirus/educationchildcare/pages/reopeningofschools.aspx#IsolationChildren</p> |
| Physical distancing whilst accessing the school site | Students, Staff, visitors and subcontractors | Infection by being within 1m of each other | 2 | 3 | M | <p>All registers to be completed promptly, accurately and entered on SIMs</p> <p>Sub-contractors and Cleaners to sign in at desk in reception after having sanitised their hands immediately upon arrival, and should put on their face covering.</p> <p>With existing control measures the staff from the Duty rota will encourage all students to sanitise their hands, especially when coming in and out of the front door, and remind attending students of social distancing. All students are strongly encouraged to wear a mask.</p> | <p>Year 10, Year 11 and Year 12 students will be attending from 08:35 hrs however for students who travel by school bus then their arrival times will be staggered by the bus timetable and they will be directed to sanitise and attend their mentor rooms on arrival.</p> <p>Parents that transport students encouraged not to get out of their vehicles when dropping off or waiting to collect students.</p> <p>The school day will end for Y13 at 3:15pm, and at 3:20pm for Y10 and Y11. All teaching staff are to accompany their classes to either exit through the main door or the restaurant and ensure that students sanitise their hands. Duty staff will encourage students not to congregate and move away from the</p> |

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| | | | | | | <p>Duty staff to monitor each student that arrives late as they enter the building prior to making them sanitise their hands before making their way to their respective classrooms.</p> <p>Dividers and signage to be positioned to encourage the correct use of imposed one-way system.</p> <p>Adequate signage to direct students to the appropriate zones and classrooms.</p> | <p>entrances.</p> <p>Year 12 and 13 students are to be permitted to leave school if they do not have any lessons P4 or P5.</p> <p>Review of pick up/drop of conducted both car park and road adjacent to the school are one-way circulation and will be able to maintain social distancing.</p> <p>Ground floor external doors to be used as exits on conclusion of the days education thus preventing long queues forming as students exit the building provided that the teachers in those rooms can make sure that students sanitise as they leave. Extra sanitiser bottles to be provided to these areas</p> |
| Students and Staff undertaking Sports activities | Students and Staff | Infection by being within 1m of each other, sharing equipment and resources | 2 | 3 | M | Indoor and outdoor sport facilities can be used for all levels of sporting activities, although mitigations are recommended such as limiting match play time during training, and decreasing the number of participants or increasing | <p>Indoor halls can be used for other non-physical activities, but cleaning must take place in line with the cleaning strategy and the relevant public health guidance followed.</p> <p>Changing rooms and showers can now be used following the general business guidance on communal showers and changing rooms, which</p> |

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| | | | | | | <p>physical distancing for high levels of intensity.</p> <p>Spectators are now allowed at sporting events, but physical distancing is still recommended at 2 metres where possible and at a minimum of 1 metre.</p> <p>Close fleeting contact and close contact are now permissible but should be kept to a minimum. At all other times participants must maintain 1 metre distancing.</p> <p>Where practically possible sports equipment that is held for extended periods of time (e.g. rackets, bats) should be cleaned between users. This does not apply to items that are touched infrequently and for very short durations (e.g. tennis balls)</p> <p>Students to be advised to wash their hands before and after any activity that</p> | <p>details the cleaning processes that should be in place.</p> <p>Extra-curricular sport activities can now only take place outside and include KS4 and KS5 students.</p> <p>Fixtures with other schools are permitted. If more than two schools are involved then a specific risk assessment is required to be prepared and shared with either Nick Jewell or Faye Scott at CYPES.</p> <p>Students are permitted to come into school in the PE kit on days when they have practical PE lessons and remain in their kit all day in order to minimise time in the changing rooms.</p> <p>Separate PE Risk Assessment</p> |

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| | | | | | | <p>involves shared equipment</p> <p>Students to use hand sanitiser when entering back into the school</p> | |
| Students and Staff using Musical Instruments | Students and Staff | Infection by Covid-19 Brass and woodwind instruments causing droplets | 2 | 3 | M | <p>All singing and music lessons for children and young people in full time education can now be available to pupils, provided that appropriate health, safety and hygiene control measures are in place and are adhered to.</p> <p>Where performers are from the same year group no physical distancing is required.</p> <p>Where groups from different year groups are participating in singing, brass or wind instruments then a minimum of 1 metre and ideally 2 metres distancing should be maintained.</p> <p>A minimum of 3 to metres physical distancing should be</p> | <p>Where possible students should not share instruments. Where instruments and associated equipment have to be shared, they must be disinfected between students use</p> <p>Sheet music should not be shared between students</p> <p>There should be 10 minute break for lessons involving singing, woodwind and brass to allow any air droplets to settle before cleaning of the room takes place and the next lesson starts.</p> <p>Woodwind and brass instruments should be carefully cleaned and dried at the end of each lesson, and should not be shared between students</p> <p>Perspex screens have been provided to create a physical barrier between</p> |

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| | | | | | | <p>maintained wherever performers are facing anyone else present including teachers.</p> <p>No Microphones to be used by singers as these can not be sanitised between students</p> | <p>the students and any instructor, however the physical distance guidelines must still be adhered to as the screens are an addition, to not a substitute for, the correct distance.</p> <p>School performances and events are now allowed to recommence but subject to strict control measures; and proposed events need to be fully risk assessed and should be discussed with KBL and JCP in the first instance</p> |
| Students travelling to school by bus | Students | Infection by being within 1m of each other | 2 | 3 | M | Students are to wear face coverings on school buses, unless medically exempt. Exemption cards can be collected from the school Reception | <p>Students who cannot afford to purchase a face covering will be able to request a free mask from Reception</p> <p>No student will be denied access on to a bus if the do not have a face covering</p> <p>Government guidelines https://www.gov.je/news/2020/pages/studentfacemasksbuses.aspx</p> <p>Liberty bus guidelines https://www.libertybus.je/news/face-coverings-on-school-buses</p> |

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| Students and staff congregating as they arrive and leave school | Students and staff | Infection by being within 1m of each other | 2 | 3 | M | <p>Member of duty staff to patrol the student carpark to ensure students are physical distancing on their arrival and departure</p> <p>Staff to remind students and colleagues not to congregate in large groups, and that they must always maintain physical distance upon their departure from the school site</p> <p>CYPES to inform Jersey Police of the times of the day for them to monitor</p> | <p>The school day will end for Y12 and Y13 at 3:15pm, and at 3:20pm for Y10 and Y11. All teaching staff are to accompany their classes to either exit through the main door or the restaurant and ensure that students sanitise their hands. Duty staff will encourage students not to congregate and move away from the entrances.</p> <p>Ground floor external doors to be used as exits on conclusion of the days education thus preventing long queues forming as students exit the building provided that the teachers in those rooms can make sure that students sanitise as they leave. Extra sanitiser bottles to be provided to these areas</p> |
| Students and Staff undertaking Off site visits (with the exception of Sporting activities – please see above) | Students and Staff | <p>Infection by Covid-19 due to contact outside of school environment</p> <p>Infection from encountering</p> | 2 | 3 | M | <p>Off site visits must be approved by NF and can only take place on Island.</p> <p>Individual Risk Assessment to be completed for all Off Site activity with specific reference to the guidance for setting, e.g. transport, hygiene, cleaning.</p> | <p>Risk assessments for each visit to include mitigation measures that clearly address how the public health guidance will be adhered to at all times during the activity and specifically how any changes from the Hautlieu setting are to be communicated to students.</p> <p>All off site visits will be preceded by</p> |

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| | | <p>areas where virus may be lying dormant</p> <p>Infection by Covid -19 due to contact with individuals outside of student "bubble"</p> | | | | <p>Trips are restricted to one year group bubble, and specific attention should be paid in the risk assessment to minimising contact with individuals not in the year group or school bubble.</p> <p>Visit communication to parents will specifically reference measures to ensure public health guidance is followed</p> <p>Staff to identify site specific hygiene rules. Staff/ students to follow site specific guidance regarding hygiene and cleaning.</p> <p>Staff and students should maintain 2 metre physical distancing wherever possible.</p> <p>Students and staff will adhere to specific guidance for public transport including the wearing of masks.</p> | <p>specific parental letter referencing measures ensuring public health guidance will be adhered to.</p> <p>Risk Assessments must include measures to ensure hand hygiene.</p> <p>Where applicable Risk Assessment must include specific measures to ensure safe food consumption and hygiene</p> <p>Where possible students should not share equipment/resources. On any occasion where equipment must be shared, this must be disinfected between students use</p> <p>Government guidelines for trips https://www.gov.je/Health/Coronaviruses/EducationChildcare/Pages/EducationCoronavirusGuidance.aspx#schoolnurserytrips</p> |
| Students and | Students | Infection from | 2 | 3 | M | Working in pairs and | CLEAPSS believes that by following |

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| Staff undertaking laboratory work | and Staff | <p>students and staff not maintaining adequate distance</p> <p>Infection from encountering areas where virus may be lying dormant</p> | | | | <p>groups</p> <p>Equipment can be shared between students in the same class but must be "meticulously" cleaned or quarantined for 24 hours before being used by students from another year group or class.</p> <p>Eye protection should be sterilised between use a disinfectant bath has been provided to facilitate the regular washing of the eye protection.</p> <p>It is strongly recommended that the wearing of lab coats (other than those personally owned) be discouraged and practices tailored towards those experiments that do not require their use. In exceptional circumstances lab coats will have to be washed after use.</p> | <p>the advice in the guide GL343, then the overwhelming majority of science practical activities can be carried out safely, albeit with very strict controls in place.</p> <p>http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</p> <p>The following activities: and similar activities are to be avoided.</p> <ul style="list-style-type: none"> • Cheek cell sampling • Lung volume / capacity & other breathing based activities • Activities which make use of saliva • Activities which make use of straws or other equipment for blowing through e.g. blowing through lime water or using a musical instrument which you blow into to create a sound |

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| | | | | | | If the Lab practical is to involve heat or a naked flame, then all alcohol-based sprays and wipes are to be moved to the front of the lab as a precaution against fire. | |

Risk assessment compiled by Jez Payne Site Manager Hautlieu School signedDate

Risk assessment read and agreed by All Hautlieu staff signedDate